

**IOWA DEPARTMENT OF INSPECTIONS AND APPEALS  
JOB OPENING ANNOUNCEMENT**

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**DATE:** September 24, 2004

**VACANCY #:** 427-0148

**POSITION:** Executive Officer 3

**PAY GRADE:** 35 (\$52,832.00 - \$77,729.60 annually)

**WORK HOURS:** Monday - Friday 8:00 a.m. - 4:30 p.m.

**DIVISION:** Administration

**STATUS:** Permanent Full-time

**DESCRIPTION:** This position will:

- Conduct contested adult abuse case hearings, including presenting agency's decision to fact finders, writing legal analysis and submitting to appropriate parties, and preparing legal documents for appeals
- Prepare and provide education and training regarding recognizing and documenting dependent adult abuse, proper investigation techniques, completion of reports and other necessary paperwork
- Advocate the need for reporting and prosecuting suspected adult abuse by speaking at conferences and seminars regarding what dependent adult abuse is, investigation procedures, outcomes, statistics, etc.
- Tracks each DAA allegation through an established evaluation/referral process
- Reviews complaint intakes to determine that they have been properly evaluated, and if an investigation is needed that the complaint has been assigned
- Reviews reports to assure that all information and documentation is complete; follows up on any additional questions or items needed for a complete record
- Determines which abuses are founded and should be referred
- Identifies and researches applicable federal and state laws, regulations, policies, and executive orders as requested
- Drafts administrative rule changes and law changes for the department
- Writes Department of Inspection and Appeals policy positions on legal issues related to dependent adult abuse

Preference will be given to candidates who possess a legal background or extensive experience in conducting contested case hearings.

**QUALIFICATIONS:** Graduation from an accredited four year college or university and the equivalent of five years of full-time professional level experience such as program administration, development, management or operations; OR substitution of experience of the caliber and scope indicated above for the required undergraduate college education on the basis one year of qualifying experience is equivalent to one year of undergraduate education; OR substitution of twenty-four hours of graduate level course work in a special program curriculum such as Social Work, Law, Education, Engineering, or Public or Business Administration for each year of the required experience to a maximum substitution of two years; OR employees with current continuous experience in the state executive branch that includes the equivalent of twelve months of full-time experience as an Executive Officer 2 or two years as an Executive Officer 1 or comparable management level positions shall be considered as qualified.

**CONTRACT TRANSFER:** Employees in the same job classification who are interested in a lateral transfer must notify Betty Tschetter, in writing or by email, by the close of business on September 30, 2004.

**APPLICATION PROCESS:** Application may be made on the DAS website at <https://www.iowaonline.state.ia.us/idopapptrack/public/AppOpenings.asp> Application deadline is October 4, 2004. In addition, a cover letter and resume must be sent to Betty Tschetter, Department of Inspections and Appeals, Lucas State Office Building, Des Moines, IA 50319. Resumes should fairly present information covered in the application.